

## **2018 SHPEP Teaching Assistant (TA) Job Description**

### **Position Summary**

The University of Nebraska Medical Center's Summer Health Professions Education Program (SHPEP) is a national program established by the Robert Wood Johnson Foundation. SHPEP is a free six-week residential summer enrichment program for first and second year college students interested in the health professions.

The Summer Health Professions Education Program (SHPEP) is seeking Teaching Assistants (TAs) for the 2018 SHPEP. The core responsibilities of TAs are assisting with the management, logistics, and delivery of academic enrichment activities. TAs serve as the primary contacts for SHPEP Scholars and ensure that Scholars comply with UNMC and SHPEP policies.

TAs are members of the SHPEP staff and report directly to the SHPEP Program Manager. The TA work schedule is Monday -Friday 8:00 am - 4:30 pm. All outside employment or extracurricular activities during the employment period (June 1, 2018 to July 14, 2018) are subject to the approval of the SHPEP Program Manager prior to participation.

### **Duties and Responsibilities**

- TAs will provide individualized instruction and facilitate small group learning activities
- Foster group interaction, appreciation of individual differences, and responsibility within the community environment among scholars.
- Create and deliver curriculum and Active Learning exercises consistent with the overall goal of the SHPEP
- Help SHPEP Scholars to develop and identify a deeper understanding of their personal abilities and goals.
- Attend staff meetings, training sessions, in-service activities, and individual meetings with SHPEP Program Manager
- Transport SHPEP scholars to and from the UNMC campus and clinical shadowing experiences in vans provided by the program.
- Document and report student behaviors inconsistent with program policies that may indicate personal, social, or academic problems, making timely referrals as necessary.
- Communicate immediately with appropriate emergency personnel and supervisor on duty, regarding the safety and well-being of SHPEP Scholars.
- Assume other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Must possess an interest in the academic, social, and emotional growth and well-being of undergraduate college students and a willingness to work cooperatively with others.
- Exhibits a positive attitude and serves as a role models for SHPEP Scholars and other staff members.
- Relevant experience in programming, student leadership, and service learning
- Strong organizational, communication and leadership skills required
- Have a valid driver's license and be insurable.

### **Compensation**

- 8 TAs will receive a \$3,500 stipend
- 2 TA Coordinators will receive a \$4,000 stipend.

To apply please complete the online application <https://goo.gl/forms/u6bF9wQWR3ClqjSq1>

**Deadline to apply: February 16, 2018**